

From: Scanlan, Elizabeth
Sent: Monday, October 21, 2013 11:33 AM
To: Berlin, Steve
Cc: Loeff, Scott; Hopkins, Marlene; Fahlstrom, Robert
Subject: Reimbursable expenses

Steve, Attached is the reimbursable request for the conference I attended for the International Code Council from September 30 to October 2nd this year. This has not been paid to me yet, but has been submitted.

Elizabeth Scanlan
Elizabeth Scanlan, RA, ALA, LEED AP
Director of Code Development
Department of Buildings

Non-Staff Travel Expense Reimbursement Form

REV: 06222011



International Code Council, Inc.
 4051 West Flossmoor Road
 Country Club Hills, IL 60478
 Phone- (708) 799-2300
 Facsimile (708) 799-4981

**Cost Center-Location
 ID/Product Line:**

XXX-XXX

Name: Elizabeth Scanlan

Phone: 708-705-5720

Address: 5720 West Ohio

E-mail: scanlan5720@gmail.com

City: Chicago

State: IL

Zip: 60644

Purpose: Major Jurisdiction Steering Committee meeting

Day of Week	Sunday	Monday	Tuesday	Wednesday					Total
Date of Travel	9/29/13	9/30/13	10/1/13	10/2/13					
Location	Atlantic City	Atlantic City	Atlantic City	Atlantic City					
Hotel/Lodging		102.04	102.04						\$204.08
Air/Train Fare	198.89			198.90					\$397.79
Car Rental									\$0.00
Mileage /Rate	64	0	0	64	0	0	0	0	128
	\$0.555	\$35.52	\$0.00	\$0.00	\$35.52	\$0.00	\$0.00	\$0.00	\$71.04
Meals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Breakfast									\$0.00
Lunch									\$0.00
Dinner									\$0.00
Beverages									\$0.00
Other	\$3.75	\$0.00	\$21.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44.75
Taxi/Bus									\$0.00
Gasoline									\$0.00
Parking			21.00	12.00					\$33.00
Tolls	3.75			8.00					\$11.75
Gratuities									\$0.00
Phone/internet									\$0.00
Instructor fee									\$0.00
Chapter/Contract			42.80						\$42.80
Total Expenses	\$238.16	\$102.04	\$165.84	\$254.42	\$0.00	\$0.00	\$0.00	\$0.00	\$760.46

IDENTIFY EXPENSES FOR WHICH RECEIPTS ARE NOT ATTACHED BELOW

Less Cash Adv		
Less Prepaid Ai		
Less Prepaid Hc		
Less Personal E		

Remarks:

REIMBURSEMENT		\$760.46
FOR MGR/VP A		
Account Number	Amount	Approved
Hotel 5080-xxx-xxx	\$204.08	
Air 5081-xxx-xxx	\$397.79	
Car Rental 5082-xxx-xxx	\$0.00	
Mileage 5085-xxx-xxx	\$71.04	
Meals 5083-xxx-xxx	\$0.00	
Other 5084-xxx-xxx	\$44.75	
Instructor 5650-xxx-xxx	\$42.80	
Total:	\$760.46	

Employee Signature (3)

Date:

Authorized Approv